



Recording and Sharing a Zoom Session

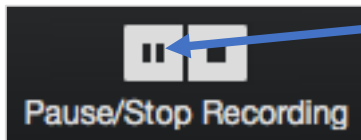
1. To start using a Zoom room, click a Zoom link, either within a Canvas course or by using a direct URL.
2. On the menu bar at the bottom of the Zoom room, click the **Record** button and choose the type of recording.



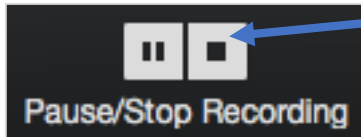
- a. **Record on this Computer** will record the Zoom session to your computer's hard drive.
- b. **Record to the Cloud** will record the Zoom session to Kaltura's My Media storage (accessible within your Canvas courses).

Note! Typically, we recommend choosing **Record to the Cloud** unless you want to upload the video to a service *other than* Kaltura.

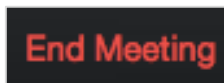
3. You can pause recording at any time by clicking the **Pause Recording** button.



4. When you have completed your recording, you can either click **End Session** or **Stop Recording**



5. To exit the Zoom room, click the **Leave Session** or **End Meeting** button.



6. If **Record on this Computer** was chosen in step 2, then the video will process locally on your computer immediately after ending the meeting.

If **Record on the Cloud** was chosen, then the video will temporarily process on Zoom's web server and then be added to a queue on Kaltura. The time this take can vary depending on the length of the recording and the number of recordings made by other faculty that day. Continue to check your Kaltura My Media area in your Canvas course to find the newly-made recording. You can then add the Kaltura video to Canvas by [embedding it in a Canvas page](#).